



FmHA AN 2595 (1951)
July 27, 1992

SUBJECT: Salary Offset Activity Report

TO: State Directors

PURPOSE/INTENDED OUTCOME: The purpose of this AN is to reinstitute the monthly salary offset activity report. The information provided in this report is necessary for the National Office to report salary offset activity to the Treasury Department.

COMPARISON WITH PREVIOUS AN: FmHA AN 1966(1951) dated August 9, 1989, instituted this report but has expired.

IMPLEMENTATION RESPONSIBILITIES: State Directors are responsible for providing the information requested in the attached format by the 10th of each month showing the previous month's activity. If there is no change from the previous month's report, a negative report or a copy of the previous month's report with the current month's date should be provided. You may set up your own format for the report as long as all of the information requested is given. The following information must also be supplied:

1. If a borrower was identified as eligible for offset through a computer match or by a County Supervisor but will not be sent FmHA Guide Letter 1951-C-4, or Guide Letter 1951-C-4 has been sent but offset will not be requested (by sending Form Letter 1951-6), provide the borrower's name, case number, and reason for not initiating offset. The borrower may be dropped from the report once they have been reported as not being offset.

2. If offset is terminated for a borrower, report the reason for that termination.

State Directors will ensure that, once a delinquent borrower has been determined eligible, the offset process begins immediately and FmHA Guide Letter 1951-C-4 is sent within 15 calendar days after that determination. Once a borrower has been referred for salary offset, check the borrower's account regularly for payments received, making sure to provide the date an offset begins and the amount of the offset on the monthly activity report.

EXPIRATION DATE: July 31, 1993

FILING INSTRUCTION:
Preceding FmHA
Instruction 1951-C



Under separate cover you will receive a copy of the National Office's current list of salary offset activity. You will be asked to review that information and make corrections as necessary.

In some cases we may have collected more than the amount originally referred for offset. If the borrower has paid current, cancel the offset and refund any amount overcollected. Refer to FmHA Instruction 1951-C, §1951.111(1) for directions on requesting a refund. In those cases where the borrower is still delinquent after the original amount referred for offset has been collected, no refund will need to be made for overcollection, but it will be necessary to send another FmHA Form Letter 1951-6 to the employer referring the new delinquent amount for offset.

The monthly salary offset activity report should be mailed or faxed to:

FmHA
FMAD, Room 6446-S
14th and Independence Avenue, S.W.
Washington, D.C. 20250
ATTN: Beth Lambert
FAX (202) 720-7034 (FTS and commercial)

Please call Ms. Lambert at (202) 690-0502 (FTS and commercial) with any questions.



LA VERNE AUSMAN
Administrator

Attachment

(STATE NAME)

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